



**RESERVE BANK OF FIJI**

# **REQUEST FOR TENDER**

**Dumb Waiter Replacement.**



## 1. OBJECTIVE

- a. Remove the existing Dumbwaiter
- b. Supply and install a dumbwaiter servicing P1 – P2
- c. Test and commissioning of the dumbwaiter

## 2. INTRODUCTION

- a. The proposed dumbwaiter is located at the Reserve Bank of Fiji on Pratt Street.
- b. The specification (Annexure 1) details the requirements for the supply, installation, testing and commissioning of the Dumbwaiter for the Reserve Bank of Fiji.

## 3. SCOPE OF WORK

The scope of works comprises the Removal of the existing dumbwaiter and supply, installation, testing, commissioning, maintenance and defect liability services of materials, labour and equipment for the completely new dumbwaiter installation for the Reserve Bank of Fiji, Pratt Street, Suva, Fiji Islands.

This shall include all necessary work required to implement the intent and meaning of this scope of works and specification.

Whether or not the words “supply and install” appear in this scope and specification, unless clearly excluded, all items of equipment for the complete installation are required and shall be supplied and installed.

### 3.1. Inspection

- a. The Tenderer needs to carry out the inspection of the existing dumbwaiter.
- b. Inspection to be carried out from the two landings.
- c. Inspection includes.
  - 3.c.1. Dumber waiter controls, power supply.
  - 3.c.2. Dumbwaiter Shaft – Shaft details, carts and ancillaries installed.
  - 3.c.3. Dumbwaiter landings
  - 3.c.4. All required data to be recorded for replacement of the elevator.

### 3.2. Removal of the existing Dumbwaiter

- a. Plan for removal needs to be provided prior to removal of the dumbwaiter. Once approved, the dumbwaiter can be removed as per schedule.
- b. Dumbwaiter removal should be planned with minimum disturbance to the daily business of all building occupants.

### 3.3. Supply and installation a geared traction type dumbwaiter in accordance with the requirements stated in Annexure 1- Dumbwaiter requirements

### 3.4. The selected contractor to arrange disposal of the existing dumbwaiter.

### **Additional work:**

The work shall include but will not be limited to the following main items:

1. Provision of shop Drawings.



2. Testing, Commissioning, warranty and preventative Maintenance of the completed installation.
3. Provision of As Installed drawings.
4. Provision of installation and maintenance manuals.
5. Maintenance and attendance work during the defect's liability period (12 months).

**Compliance with rules, regulations and codes.**

All work performed under this section of the contract shall be carried out by the contractor and shall comply in all respects with this specification, regulations and By-laws of the appropriate Authorities including:

- a. The building Regulations applying to the project
- b. Current issue of relevant Australian and New Zealand Standards.
- c. The national Building code of Fiji
- d. Local Public utility authority regulations – Energy Fiji Limited
- e. Ministry of Labour OHS regulations.
- f. Any other regulations that apply directly or indirectly to such regulations in the locations. Materials, manufactured articles and workmanship shall conform to the relevant standards. Where Authorities so require, items shall be stamped with their approval.

**Samples**

1. Provide illustrations or drawings of a type of dumbwaiter offered.
2. Provide illustration of a type of button included in the Tender price.
3. Provide illustration and describe safety features and operation.

**Authorities and Fees**

1. Make an application to the Ministry of Labour for commissioning of the dumbwaiter. The fees will be paid by the client.

**Approval Certification.**

1. Provide to RBF with a copy of the signed and stamped Energy Fiji Limited completion certificate prior to the commencement of the Defect Liability Period.

**Work Program.**

The Contractor to Submit to RBF a work plan detailing the tasks involved in completing the project.

**4. PRELIMINARY AND GENERAL**

**Tenderer to inform himself fully**

1. Each Tenderer shall inspect and examine the site, its surroundings, and shall satisfy himself before submitting his tender and nature of the works and materials necessary for the completion of the Works, and the means of access to the site, the accommodation he may require, the availability, conditions and rates of pay of labour and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his Tender.
2. Each Tenderer shall make all allowances he deems necessary to ensure the Works are completed within the Contract time, including all over time, double time, weekend work and other incidental allowances as required.



3. If a Tenderer has any doubt as to the meaning of any portion of the Works, he shall, when submitting his tender include a statement of the interpretation upon which he relies and upon which his tender has been prepared and submitted.
4. The Tenderers are to strictly comply with the tender documents
5. Tenderers also have the chance to propose a variant solution to the design specifications.

#### **Temporary services & conveniences**

1. The Contractor shall be able to use water and electrical services in the existing premises during the construction of the works. For sanitary services will be provided by RBF.
2. RBF will provide all power and water necessary and power for the construction and amenities for all Contractors, free of charge. These services are located close to the area of work and the Contractor shall keep all services in a clean and tidy state.

#### **Notices & fees**

1. The Contractor shall observe and adhere to all by-laws and give all Notices.
2. Similarly, he shall comply with all Regulations. The Contractor shall arrange all inspections and approvals by such Authorities like Ministry of Labour as may be necessary.

#### **Hours of work**

1. The Contractor shall provide a schedule stating the hours of work when submitting their tender. Hours of work likely to be approved by RBF is generally 3pm till after hours on Tuesday and after hours from 5pm on any other days.

#### **Police Clearance**

1. Due to the location of the installation, all contractors staff that will require access to the site will require police clearance. Any contractor without a police clearance will not be permitted to site.

#### **Protection in general**

1. Care shall be taken to protect all existing services, plant, furniture, doors, paintwork and other features from any damage. The Contractor shall be liable for any damage to the building structure or components.

#### **Site Inspection Schedule:**

No	Schedule	Time
Site inspection	17 <sup>th</sup> September, 2024	3pm – 4pm

Please note access to this location require prior approval, submit names and details for site inspection by the 16<sup>th</sup> of September 2024 2pm to arrange access.

#### **Contact Personnel:**

Name:	Mervyn Wesley	Mehul Raniga
Contact:	9988027	9984761
Email:	mervyn@rbf.gov.fj	mehul@rbf.gov.fj



## **5. TENDER SUBMISSION**

All Submissions to be e-mailed to Board Secretary, Subrina Hanif [subrina@rbf.gov.fj](mailto:subrina@rbf.gov.fj) and Manager General Administration Services, Melania Tamaue [melania@rbf.gov.fj](mailto:melania@rbf.gov.fj).

Incomplete and late submissions will not be considered. Lowest or any tender may not necessarily be accepted. Both successful and unsuccessful submissions will be notified by formal correspondence.

## **6. PERIOD OF PERFORMANCE**

The period of performance for this project shall depend on the contractor's time frame provided in the quotation. All work must be scheduled to be completed within the mentioned timeframe. The actual engagement on site should be mindful of the critical nature of the risk involved and public safety. Any modifications or extension should be requested to the Reserve Bank of Fiji based on necessity.

## **7. WORK REQUIREMENTS**

As part of this Project the contractor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

- Site meeting(s).
- Project plan from the contractor on how the project will be executed.
- Updating RBF on the works.
- The work must be carried out with a very high level of professionalism.
- RBF needs to be advised if the contractor is or may face any difficulty in fulfilling the requirements of this project.
- Proper housekeeping needs to be carried out daily.
- Upon completion of the project, a detailed project completion report needs to be submitted to RBF both a soft and hard copy is to be submitted.

## **8. OHS AND SECURITY RESPONSIBILITY**

The Contractor shall strictly observe and comply with the Occupational Health & Safety Regulations in Fiji and will be required to comply with the Employers Health and Safety Procedures and requirements as well.

## **9. ADMINISTRATIVE REQUIREMENTS**

The Contractors should provide the following valid documents in their tender submissions:

1. Valid Tax compliance certificate.
2. Valid FNPF compliance certificate.
3. Company profile with clientele listing. Provide a client list where recent dumbwaiter replacement was carried out with contact details.
4. Public liability cover.
5. Insurance cover.
6. Completed Trade Summary.

## **10. TENDER PROCESS**

The steps below provide a brief outline of the Reserve Bank of Fiji's tender process.

1. Interested vendors can liaise with the Reserve Bank of Fiji to clarify any issues before submitting their tenders.



2. Vendors must submit tenders within the time specified.
3. Analysis of the submitted tender will be done by the Reserve Bank of Fiji.
4. Clarification of tender items, if necessary.
5. Awarding of tender.
6. Meeting with selected vendor regarding project delivery and preparation of the contract terms and conditions
7. Contract Signing.

## **11. PRICING**

- All prices should be in FJD and VIP.
- Prices should be valid for 60 days.
- Retention of 10% will be held as per the warranty provided by the vender.
- Provisional Tax of 5% will be deducted for any contract over \$1000 per annum.
- For overseas companies who does not have any office/business locally, 15% withholding tax will be deducted from contract amount.

## **12. TENDER SELECTION**

Tender may not necessarily be awarded to the lowest bidder. The Bank, when analyzing the tender, will keep in mind the delivery and support services provided by the chosen company.



## Annexure 1: Specification

### 1. Dumbwaiter requirements.

- a. Load – 300kg minimum
- b. Speed – 0.25 m/s
- c. Shaft size – 1300mm width x 1200mm depth x 6700mm height
- d. Travel – From Podium 1 to Ground floor Podium 2.
- e. Rise – Approximately 5.0m.
- f. Machine – The tenderer to propose the best type for the application
- g. Motor Control – The tenderer to propose the best type for the application
- h. Power Supply – 415 Volts, 3 phase, 4 wires, 50Hz.
- i. Operation – Call and Send with full set of buttons at each floor with Gong.
- j. Car Enclosure – Stainless steel dumbwaiter car enclosure open front only and car interior to match the existing interior.
- k. Landing entrances – Manually operated stainless steel vertical lifting doors complete with vision panel and mechanical lock and electric contact. Tenderer may provide other options. Clear opening 762mm wide x 914mm high.
- l. Hoist way entrance architraves – Served arrangement constructed in 16-gauge satin finish stainless steel with 6mm projecting head section and with special width side jambs with cutout for landing operating button fixtures.
- m. Guide Rails – Steel guide rails of suitable section for car and counterweight with guide fixing brackets at suitable pitch
- n. Maintenance – Twelve months after completion of installation, including a 24-hour call back service.
- o. Dumbwaiter to have a car door.
- p. Dumbwaiter to indicate if the car is overloaded.
- q. Car Structure to be lined with stainless steel suitably backed to prevent drumming & bowing under heavy duty.

#### Multi-button operation

##### Operating Device:

- There will be mounted convenient to each landing a flush type of attractive finished metal panel containing a “call” button and “send” buttons marked to correspond with other landings served.

##### Operation:

- When the car is not in use and all hoist way doors are closed, momentary pressure of the button “call” will bring the car to the landing from which this call originated. After arrival at a landing, the car may be sent to any landing by momentary pressure of the “send” button for the landing desired.
- “Call” and “send” buttons at all landings will be inoperative while the car is in motion or a hoist way door is open. The “Call” buttons will also be inoperative for approximately five seconds after the car stops or the hoist way door is closed to permit normal use without interference.
- The Gong should display the level the car has stopped. “P1” for Podium 1 level, “P2” for Podium 2 and when the car is in use or travelling the gong should display “In Use”,

### 1.1. Testing



Supply the necessary test apparatus and materials, including lubrication supplies of the correct grades and carry out the specified tests on the complete assembly including auxiliary systems and control panel.

**a. Preliminary Trials**

After completion of the installation on site and before carrying out main trials, preliminary trials shall be conducted in the presence of RBF personnel. Such trials shall include the checking and the adjustment of the car and hoist alignment, door operation, insulation resistance of the motor and weight test.

Preliminary trials shall also include a check on the satisfactory operation of control equipment and all auxiliaries supplied with the set.

**b. Commissioning Tests**

Test run the completed installation and demonstrate that the installation, including components and equipment, operates correctly and meets the performance requirements under normal running conditions.

During commissioning perform the following:

- Confirm operation and setting for each equipment item
- Repeat the functional checks on the equipment

Approval: Obtain approval before proceeding with commissioning tests.

Supply satisfactory evidence, in the form of certificates recording tests results, functional checks, calculations, and the like details showing that the dumbwaiter has met the test requirements.

**1.2. Operational maintenance**

**a. Maintenance Period**

Co-extensive with the Defects Liability Period.

**b. Requirement**

During the maintenance period:

- Carry out monthly inspections and perform maintenance work at the frequencies and following the procedures recommended by the manufacturer
- Maintain the dumbwaiter in a condition to meet the specified performance
- Promptly rectify faults. Replace faulty materials and equipment without charge

At the end of the maintenance period make a final service visit and upon satisfactory completion of the above procedures certify in writing that the installation is operating correctly.

Coinciding with the routine inspection visits instruct the RBF personnel the recommended methods of maintenance and control of the system.

**1.3. Shop drawings**

Provide manufacturer's drawings of the proposed assembly.





Include the following information:

- Maximum overall dimensions of the dumbwaiter and shaft
- Maximum mass of the assembly
- Locations of terminals and fittings
- Recommended layouts of the complete installation

NUMBER OF COPIES: .....Two.....

#### **1.4. As installed drawings**

Before the Date of Practical Completion, provide As Installed drawings of the complete assembly as installed, showing the final layout of equipment and accessories, and the route and location of rails, wiring and the like.

NUMBER OF COPIES: .....Two.....

#### **1.5. Manuals**

Before commencement of operational instruction, provide the specified number of copies of a combined operator's manual and technical manual written in clear concise English, containing a title page listing the supplier's name, address and telephone number, a table of contents, and the following data:

Operator's Manual:

- Information necessary for the satisfactory long-term operation and regular maintenance of the installation
- Recommended maintenance periods and procedures
- Particulars of maintenance tools provided and instructions for their use

Technical Manual:

- Detailed technical description of each component or equipment items and its function, with diagrams and illustrations where appropriate
- The As Installed drawings

FORM: A4 size, printed or typed on durable printing paper, each page consecutively numbered, and neatly bound in durable vinyl or similar hard covers.

NUMBER OF COPIES: .....Two.....

Prototype copy: Provide a prototype copy for approval before proceeding.

## **2. Testing and commissioning**

### **2.1. General**

This section of the specification covers the requirements for commissioning and acceptance tests for all the equipment and systems installed under this Contract.



The installation shall be tested to the satisfaction of RBF prior to the acceptance of the installation and the commencement of the Defects Liability Period.

The tests shall comprise a thorough inspection of the installation and the operational and performances tests.

All testing and commissioning shall be carefully preplanned and scheduled in order that they are fully co-ordinated with other relevant parties and shall be carried out in a safe and efficient manner with a minimum of inconvenience to all concerned.

The installation shall be tested progressively as the work is carried out then finally tested once it is completed to ensure compliance with the Specification, is mechanically and electrically safe and that it will operate correctly under normal, emergency and fault conditions. Control, protection and operative devices shall be checked for correct adjustment and rating.

All equipment or materials found to be faulty during testing shall either be replaced or repaired free of charge.

Should a trial or test be deemed unsatisfactory by RBF it shall be repeated at no further charge after necessary rectification, until such time as a satisfactory result is obtained.

## **2.2. Commissioning**

Carry out all commissioning tests necessary to put the systems into use and for approval before Practical Completion is granted. Record all test results and include in the Maintenance Manual. Commissioning shall be carried out by specialists in the respective fields.

Each item of equipment individually and the complete system shall be checked and adjusted to achieve satisfactory performance.

Commissioning personnel shall be provided with preliminary copies of Maintenance Manuals and As Installed drawings to facilitate correct commissioning and for checking of Manuals and drawings for correctness.

## **2.3. Test results**

All test procedures used, and results obtained for both works and site tests shall be submitted in the form of a written Test Report.

Records shall be kept of test results and a copy shall be submitted to RBF at the completion of the work. Approval of the format required for the test results shall be obtained prior to the submission.

## **3. Maintenance and servicing**

### **3.1. General**



The Defects Liability Period will commence at the date of completion of all works required under this specification. The duration of the Defects Liability Period will be twelve (12) calendar months from the date of completion. An additional twelve (12) months defects liability may also apply, should this option be accepted, extending the Defects Liability Period to twenty-four (24) months from the date of completion.

This clause applies irrespective of the fact that such part or parts may have been previously accepted. The Contractor shall warrant that all aspects of the installation at the site, which RBF Representative has not otherwise accepted in writing, meet the requirements of this Specification. Any devices subsequently found that do not meet these requirements shall be treated as a defect and shall be rectified by the Contractor as detailed below.

Within seven (7) days of the commencement of the Defects Liability Period, the RBF Representative will provide a list of defective items to the Contractor. The Contractor shall make good the defective items within twenty-eight (28) calendar days of the commencement of the Defects Liability Period. Defective items not rectified within the stated period will result in an extension to the Defects Liability Period equal to this delay as calculated by the RBF Representative.

During the Warranty Period, defined as the Defects Liability Period, the Contractor shall undertake the following:

- Replace or make good any part or parts which may prove faulty in design, workmanship or material.
- Rectify all faults and defects (hardware and software), which occur during the Defects Liability Period.
- Provide warranty of the entire electronic security and surveillance installation(s) including all parts, labour and peripheral equipment.
- Renew or modify any items of equipment and/or group of items and/or complete system that do not comply with the operating conditions and performance specified during the period of twelve (12) calendar months after the date of completion.
- Include for all labour and all incidental costs for the removal and replacement of defective parts or components.
- Perform the required works as instructed in writing within seven (7) days of such notices.
- Test all replaced items and show that the system operates as designed.

Failure to rectify defects found during the Defect Liability period will result in the RBF engaging others to finish the required works. The costs of these works will be deducted from payments owing or billed. At the end of the Warranty Period, the Contractor shall pass on to RBF any remaining warranty from equipment manufacturers and/or suppliers. The Contractor shall provide details of all warranties in the Maintenance Manuals.

### **3.2. Maintenance**

Routine maintenance and servicing shall be carried out for a period of 12 months from the date of Practical Completion to the end of the Defects Liability Period.



Routine maintenance shall be carried out monthly and emergency service shall be carried out on a 24 hour call out basis.

Maintenance procedures shall be as appropriate to ensure the safe and proper operation of all systems and shall be in accordance with current Standard requirements of the Building Act and Regulations having jurisdiction, relevant Australian Standards, Local Authority Regulations and the schedule provided in the Installation Manual as outlined in Section 2 'Testing and Commissioning' of this Specification. The Contractor shall provide all miscellaneous materials required in carrying out the works. A copy of the monthly service sheets is to be posted to the RBF within a week of the work.

Routine maintenance shall be deemed to be the regular maintenance of equipment and shall include not less than:

- Checking and replacement of faulty equipment and accessories as required within the Defects Liability Period.
- Checking the operation, performing maintenance and setting and calibration of all control components.
- Checking the enclosure for the generator for any sign of corrosion. Corroded areas shall be de-rusted and repainted to the approved standards.
- Maintaining a dated record of servicing performed on each system in a service logbook record book to be retained under RBF's control on site.

The last maintenance visit prior to the end of the Defects Liability Period shall be a major visit for complete service. RBF shall be advised of the proposed service program for the last major visit not less than one (1) week prior to the date of the proposed last visit so that a representative may be present during the service.

### **3.3. Rectification of defects**

All defects shall be promptly rectified. Retention moneys or Bank Guarantee will not be released until all outstanding defects notified during the Defects Liability Period have been rectified and completion of such work subsequently advised in writing to the approving Authority.

### **3.4. Service logbook**

Provide a logbook bound in an approved hard cover folder and containing sufficient pages to record all operational maintenance during the defects liability period. Provide a fixed holder in an approved location for the logbook.

Record in the logbook all maintenance work performed. Each log sheet shall be signed by the Serviceman responsible and shall include the date and description of work carried out. All log sheets must be countersigned by an RBF representative.

The front cover of the logbook shall be labelled with the name of the project and shall clearly note that each sheet must be countersigned. Inform the Maintenance staff and supplier's Serviceman on the correct use of the logbook.

### **3.5. Defects liability**



The Defects Liability Period shall be 52 weeks from the date of Practical Completion.

During the Defects Liability Period the Contractor shall be responsible for the provision of all labour, materials and other costs associated with the removal of defective components, bad workmanship and the installation, adjusting and testing of replacements and to carry out such work within a reasonable time.

Equipment replaced or repaired during the warranty period shall be provided with a warranty of 52 weeks commencing from the date of replacement or repair.

Warranty maintenance for the replaced or repaired equipment shall be limited to the 52 weeks from the date of Practical Completion.

### **3.6. Certification**

Prior to the end of the Defects Liability period, make a final service visit and upon satisfactory completion of the above procedures certify in writing that the installation is operating correctly.



## Annexure 2: Trade Summary

Below is the Trade Summary which all vendors are required to fill.

Name of the Company: \_\_\_\_\_

Workmanship Warranty: \_\_\_\_\_ Warranty on Items: \_\_\_\_\_

Time Frame of the Entire Project: \_\_\_\_\_

Summary of Tender:

No.	Description	Project Cost (VIP)
1.	Preliminary and General.	
2.	Remove existing Dumbwaiter, mechanical, wiring accessories and disposal.	
3.	Supply one of rated 300kg dumbwaiter	
4.	Installation one of rated 300kg dumbwaiter	
5.	All other items are not included above. (please specify)	
6.	Supply of Shop Drawings	
7.	Testing and commissioning.	
8.	Supply of As Installed Drawings.	
9.	Supply of Installation Manuals.	
10.	Twelve (12) months Maintenance.	
<b>Total Tender Price (VAT exclusive) FJD</b>		
<b>VAT at 15%</b>		
<b>Total Tender Price (VAT Inclusive) FJD</b>		

The following Schedule rates shall be used as a basis to value variation and progress claims for this contract include all overheads profit:

No.	Position	Unit	Price
1.	Licensed Technician	Per hour	
2.	Lift Mechanic	Per hour	
3.	Licensed Electrician	Per hour	
4.	Electrician	Per hour	
5.	Unskilled Labour	Per hour	
	On cost Percentage Mark-ups		
	a. Labour		%
	b. Materials		%
	c. Plant		%



**Summary of Technical Data**

**1. Dumbwaiter**

Manufacturer: .....

Model Number: .....



**Tender Checklist:**

The following Tender Checklist shall be used to verify all required information when submitting the tender price.

ITEM	DESCRIPTION	YES	NO
1	TRADE SUMMARY		
2	SCHEDULE RATES		
3	SUMMARY OF TECHNICAL DATA		
4	TENDER CHECKLIST		
5	TIME OF COMPLETION OF THE PROJECT IN CALENDAR WEEKS PROVIDED		
6	TENDER VALIDITY FOR 60 DAYS		
7	PROVIDE PRODUCT DATA SHEETS		
8	WORKING HOURS FOR THIS PROJECT PROVIDED		
9	WARRANTY STATED		
10	PAYMENT TERMS ON A PROGRESS BASIS ALLOWED FOR		
11	CLIENTETE LISTING AND CONTACTS		
12	ADMINISTRATIVE REQUIREMENTS		